

City of Fort Worth, Texas

Job Description

Classification Title	Courier		
Job Code:	ST5060	Job Family:	Service Trades
Pay Grade	503	Date Created:	06/11/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Picks up and delivers materials, supplies and equipment; and performs a variety of courier duties in assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Delivers materials and supplies between department facilities.
2. Inventories and sorts materials and other items to be delivered, fills plastic tubs, loads tubs on dolly, takes to loading dock and loads onto truck. Leaves tubs and other items labeled for facility served and picks-up materials and items to be delivered to other locations.
3. Provides preventative maintenance, care and operation of vehicles including the checking and filling of oil, gas, water and tires.
4. Makes special pick-ups and deliveries as requested.
5. Performs other related duties as required.
6. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Fire Department:

7. Picks up Personal Protective Equipment (PPE) gear at designated fire station and takes it to the central cleaning and inspection location; separates, inventories and cleans gear.
8. Maintains state records by entering PPE items into tracking database and Advanced Protection Tracking (APT).
9. Provides advanced inspection using hydrostatic testing and marks identified items for repair. Returns repaired items to individual firefighter in the 48-hour turn-around process.
10. Exchanges and records out-of-service gear and places manufacturer orders as necessary.

When assigned to Library:

11. Provides library services including delivering non-print materials to Central Media unit.
12. Takes boxes identified for Friends of Fort Worth Public Library book sale from Library buildings to the Friends' designated locations.
13. Collects monies from library and depositing it with City Treasurer.
14. Assembles and installs library furnishings.
15. Transports mail and other important documents between the Library and the City Hall.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Materials distribution.
 - Operations, services and activities of a municipal library.
 - Warehouse and stockroom operations.
 - Methods and techniques of receiving, storing and shipping a variety of materials.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Vehicle maintenance and repair.
 - English usage, spelling, grammar and punctuation.
- **Skill in:**
 - Materials sorting.
 - Use of hand tools.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Read a map.
 - Respond to requests and inquiries from the general public.
 - Operate various heavy-duty vehicles.
 - Work independently in the absence of supervision.
 - Understand and follow oral and written instructions.
 - Establish and maintain effective working relationships

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma or GED and two years of delivery/driver experience.

OTHER REQUIREMENTS

Valid Texas Drivers License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.